

Notice of Change Guidance:

Notice of Change Request Emails (for minor changes as indicated by your PA):

- Discuss the proposed changes with the PA before developing a Notice of Change (NOC) request email. A Notice of Change can be used for staff changes, minor adjustments to tasks, and budget changes up to 10% of the grant total.
- Upon approval (phone or email) from the PA, the grantee will send a NOC email to the PA.
- The PA will email a response back to the grantee indicating their official approval, and carbon copy EGLE Administrative Unit staff.
- If the NOC includes budget revisions (such as changing rates, moving money between lines, or adding a new line), the Grantee must submit a Budget Revision Form with the NOC request. The budget revision form is a tab at the end of the electronic financial status report (e-FSR).